

**Approved by the Board of Directors on July 27, 2023**

**Mission Statement:** *“We are a community of learners. We will do whatever it takes to learn. We are building a strong foundation by believing we can, working our plan, then feeling the power of success.”*

**George Washington Academy**  
**Thursday, June 22, 2023**  
**7:30 p.m.**

**Board Meeting Minutes**

**Location:** George Washington Academy  
2277 South 3000 East  
St. George, Utah  
Library

*The Board Training was held at 7:00 p.m. prior to the Board Meeting.*

*The Board meeting convened at 7:30 p.m.*

**Board Welcome:** Kevin Peterson, CFO

**Roll Call:** Kevin Peterson, CFO

**Prayer:** Kevin Peterson

**Pledge of Allegiance:** Holly Myers

Board Members Present: Kevin Peterson, Amanda Mortenson, Holly Myers and Shauna Mahoney. Shannon Greer, Casey Unrein, and Blake Clark attended via Zoom.

Others Present: Deborah Odenwalder, Debbie Kuavaka, Christine Giles, Kim Townes, Spencer Adams, Ayelen Butler and family.

**Approval of Minutes:** Amanda Mortenson motioned to approve the minutes from the May 18, 2023 Board Meeting as found in the board packet. Holly Myers seconded.. The motion passed. Shannon Greer, Amanda Mortenson, Holly Myers, Casey Unrein, and Shauna Mahoney voted in favor. Kevin Peterson refrained from voting as he wasn't in attendance at the May meeting.

**Public Opportunity to Address the Board:**

None

**Set time for adjournment:** Amanda Mortenson set time for adjournment at 8:45 p.m.

**Administration Report:** Christine Giles filled in for Blake Clark. Christine reports that all due reports have been completed and sent to the state as assigned by them. Christine highlighted

GWAs enrollment data, indicating that we are currently down in Kindergarten, 1st Grade is about the same. The highest retention is with 6th grade with a waitlist and Administration is hopeful that this will continue next year. Last year we had a smaller enrollment number for 4th grade which has resulted in a waitlist of zero for 5th grade. Administration recognized that the estimated student count may not be 1,060 as it typically goes down during the school year. Christine indicated that Administration thought that the enrollment numbers being seen in 6th and 7th grade are a result of the honor classes that GWA are going to offer next year. They have noticed that 50% of our student population in those grades have signed up for these honor classes and GWA has a great team of 6th and 7th grade teachers who are excited and knowledgeable so they will be able to add some rigor and depth in their instruction. Last week, Christine, Chance, and Steve oversaw the training of the new teachers. Day one was focused on adding rigor and stronger instructional practices to our Tier 1 instruction. A large part of the decision to focus on these things came from the review of our longitudinal data over the last 3 years on both ELA and Math. By reviewing the data it was clear that GWA needed to pivot and place more emphasis on Tier 1 instruction. In focusing more on Tier 1 instruction, it will allow for more in-depth learning. As it was discussed with the teachers and presented with a schedule that would support the additional focus on Tier 1, they seem to be really excited about it and respond. Admin will discuss this to see how it will look to implement extra rigor but it may include extra practice at home to support that. They will also be looking for ways to involve the parents. Amanda asked what is the game plan for getting parents involved and how are we going to track it pushing our higher achieving students. Christine reported that they will be monitoring data from the standard testing and other assessments in place through GWA data tracking spreadsheet. She also reported that though she'd have to verify with Blake Clark, she believed that all of this information will be communicated at the Back to School night with the parents so that everyone will have a clear understanding of what this increased rigor will look like in the classroom. Kevin requests that Christine relay to Blake that the Board will want him to report how this program is performing with the supporting data. Holly asks if Admin have considered allowing parents to opt in to a level of rigor. Christine reports that for the upper grades, they have offered the honor classes and then the grade level teams would meet to determine what that at home practice would look like and how that would be communicated to the parents. Admin will continue to work on that as they move forward so that they can present a clear plan to the board. Casey asked that with the plan having an increase in Tier 1 intervention, how will it affect the Patriot time and other intervention. Christine explained how the time in the day would break down in the day/week specifically Patriot time. As they shift the professional coaching and development, they want to ensure that the Tier 1 teaching practices are solid.

**Moment of Appreciation:** Kevin Peterson thanked Ayelen Butler for their service to GWA. Ayelen relayed to the board her appreciation for GWA and the board. Kevin also thanked Ayelen's family for their sacrifice. Board members gave their appreciation and thanks as well.

**Financial Report:** Spencer presented the financial report as of May 31, 2023 and noted that if the board had looked at the financial committee meeting minutes, they would have noticed that there were a lot of adjustments to the forecast. He reports that it is more typical now at the end of the year than any other point of the year due to the committee fine tuning the budget that is available for board approval tonight. So they are adjusting this forecast to a realistic but safe number to where the committee predicts GWA will end at Fiscal Year end. Spencer pointed out

the percentage of Forecast on the Budget report, noting that it is still primarily green. The goal is to be mindful to ensure that we do not have more expenses than what we have budgeted for. Spencer explained what would happen if we did have more expenses than what we have budgeted for. GWA's operating margin increased by 0.6%, service coverage increased by 0.05 and day cash on hand increased by 1 day compared to last month. Overall in a great position as we have been throughout the year. Everything is pointing to ending the year very healthy. The audit fund will start at the beginning of August. Casey requested that Spencer explain the Dividends/CapEx fund to the board. Spencer drew the Board's attention to where the board can find the CapEx fund in the board packet. Traditionally, GWA has placed \$150,000 plus carry over into that fund to build that fund up so when we have big projects or expenses come up we have the money to pay for it when we need to and not overspend it. Last year GWA put together a special project fund where anything above and beyond the \$350,000 required goes into the special project fund. Holly asked for examples of what would come out of the CapEx fund versus the special project fund. Spencer and Kevin gave examples and why those examples would qualify for each fund. Kevin explained why the CapEx funds are useful/necessary for the budget. Amanda asked what a Sweep means since Kevin used it and Kevin explained that it was the act of taking the excess being placed on a separate line to ensure saving to allow for us to stay within budget. Holly asked if it was an annual sweep and Kevin confirmed it. Holly asked if this was the first year of this line and Spencer and Kevin reported that it was added mid last year. Holly also asked if there are restrictions on the fund. Kevin explained how the fund restrictions work. Casey also explained that some expenses in that fund will also be an asset such as property improvements.

#### **Committee Reports:**

- **Policies Committee** – Nothing to report. Christine reports that there will be some state policies that will be adopted and the committee working on adopting those.
- **Finance Committee** – There will be some reports/budgets that will be addressed in the Action Items.
- **Benefits Committee** – Nothing to report. But good things are coming.
- **Curriculum Committee** – Christine has replaced LaNessa Stevens as the Chair and there is a new curriculum committee that comprises of 6th and 7th grade ELA teachers because next year's goal is to develop a new curriculum for those grade levels. One of the 7th grade teachers is coming from a secondary background so will be beneficial in finding the right curriculum for us.
- **Outreach Committee** – Nothing to report. Working on scheduling a meeting.
- **Technology Committee** – Nothing to report.
- **LAND Trust Committee** – Nothing to report.
- **PTO Committee** – Amanda presented the PTO End of Year Report/Audit and asked if there were any questions. Kevin asked about the "Must Spend" on the Budget. Amanda reports that Blake was aware of it and that Blake is working with the Librarian to utilize the fund in books as it needs to be used in literature. Teacher's are providing book recommendations to help supplement curriculum or things that are being discussed in the classroom. Kevin praised the Recommendation section in the report indicating that they made a ton of sense going forward. Kevin requested that there be a way to make it easier for the PTO board to get funds back that they raised when needed. Amanda will follow up with Sharon Moss, the PTO treasurer, for what they may recommend on facilitating

this request. Holly asked who is going to be responsible for carrying out the recommendations of the report. Amanda explained the steps that they are already addressing and that she's been in contact with the administration and they are working on the remaining. Specifically, they are looking at creating a procedure or process that would let teachers and/or staff know that funds should be requested from the school first and then brought to the PTO and that any requests will be considered against restrictions such as, "is it benefitting all students". Blake, via Zoom, reported that he had already met with Amber from the PTO and the current plan is that Amber will come to a faculty meeting and they will create an infographic flier to go forward. Amanda also reported that the new PTO board will start July 1st. Casey also advised that interest rates are up and that the PTO should look at getting some of these excess funds into a CD or something to get some of these funds working for the PTO. Amanda requests that Kevin or Chase sit down with the PTO treasurers to help them with figuring Casey's recommendation. Shannon praised the PTO Report/Audit in its entirety and noted it's the first time. She also indicated the report will set up future years to come.

- **Board Development Committee** – It has been discussed that we want to add another Board member and so Shannon asked that Board members reach out to parents in their influence and bring names to the July meeting. Shannon also stated that at the Board Retreat in July, the board will look at what the training will look like for the coming year. Holly asked if it would be better if the next member was selected in time for the July board meeting. Shannon agrees that it would be helpful and requests that Board members get their suggestions to her in the next couple of days. Amanda asked what skill sets the board should be looking for in their candidates. Shannon stated that in the past that she has appreciated an attorney, not to give legal advice, but for their experience in legaleze, local business owners, or parents that have marketing experience are who she's thought of. Kevin also stated that he appreciated JayCee's perspective coming from someone who had taught in the classroom. Shannon stated that someone that has children in the school would be ideal but not required. Shannon also gave suggestions on how to do the invite. Holly asked if there is a list of Board member responsibilities and expectations and the time commitment to provide to those that are interested. Shannon indicated that is possible but that she'll have to get back to her computer.
- **Campus Management Committee** – Nothing to report. Everything is in the packet for action items.

#### **Discussion and/or Action Items:**

- **Expenditures over \$5,000**
- **FY23 Final Budget Approval (Board Packet Pg. 42)** Holly motioned to approve the FY23 Final Budget as found in the Board Packet. Shauna seconded. The motion passed unanimously. All present voted in favor: Kevin Peterson, Shannon Greer, Amanda Mortenson, Holly Myers, Casey Unrein, and Shauna Mahoney.
- **FY24 Original FY24 Budget Approval (Board Packet Pg. 43)** Amanda motioned to approve Fiscal Year 24 Original Budget Approval as outlined in the board packet. Holly seconded. The motion passed unanimously. All present voted in favor: Kevin Peterson, Shannon Greer, Amanda Mortenson, Holly Myers, Casey Unrein, and Shauna Mahoney.

- **Special Education Policies and Procedures Manual Approval (Board Packet Pg. 47)** Holly motioned to accept the Special Education Policies and Procedures Manual as proposed in the board packet. Amanda seconded. Holly asked if this was a whole new packet or just an update. Kim Towne explained that the state released a new model and so GWA was required to adopt the new model. Kim also explained how the old model wasn't working and how the new model is going to be better and give a better representation. Holly asked how it will affect the number of students that will qualify for this model. Kim explains how the models will have similar numbers of qualifying students so the number will balance out. Any student that was receiving the previous services before but now does not qualify to start the new would have to be assessed to look at all the interventions that GWA can provide as a Tier level II intervention to show that they don't need special education. The motion passed unanimously. All present voted in favor: Kevin Peterson, Shannon Greer, Amanda Mortenson, Holly Myers, Casey Unrein, and Shauna Mahoney.
- **Renewal of the Mango Phone System (Board Packet Pg. 137)** Kevin reports that this is for year 2 on a 3 year contract. Shauna motioned to accept the bid from Mango for a new phone system as proposed and outlined in the board packet. Amanda seconded. Casey points out that this approval is for the future year (23-24) in the bid process and will go in next year's budget. The motion passed unanimously. All present voted in favor: Kevin Peterson, Shannon Greer, Amanda Mortenson, Holly Myers, Casey Unrein, and Shauna Mahoney.
- **Asphalt Seal and Crack Repair (Board Packet Pg. 142)** Amanda motioned to accept the action for the asphalt seal and crack repair as outlined in the board packet for the price of \$10,271.10. Holly seconded. Holly asked why the decision was made to go with the lowest rate option available. Kevin explained that it was the price and because the warranty didn't change between the options. Holly asked if this would be the same material that we already have and Kevin confirmed. Amanda asked how long this was going to take to be done due to concern about the muralist coming to do stencil work in the back. Blake reported that he'll contact the muralist to coordinate. The motion passed unanimously. All present voted in favor: Kevin Peterson, Shannon Greer, Amanda Mortenson, Holly Myers, Casey Unrein, and Shauna Mahoney.
- **New Marquee on 3000 East Approval (Board Packet Pg. 151)** Holly motioned to approve the proposal for the new marquee in the amount of \$94,190 with \$60,000 coming from land and site improvement from the 2023 budget and the rest from the 2024 budget when installed. Shauna seconded. Holly put the proposed design on the board screen to allow the Board to see what the proposed marquee looked like again and walked through the design. Kevin asked to confirm the dimensions which Holly stated that the people pictured below are to scale to the marquee. Blake and Holly explained what restrictions on the height were. Shannon asked that we ensure that we are in compliance with any codes that may affect the sign. Blake states that he'll have Jessica follow up with the city to ensure that the proposed marquee follows city code. Holly asked if the motion should be amended. Shannon explained her opinion that an amendment would be beneficial. Holly amends her motion to approve the new marquee in the amount of \$94,190 pending approval from the city that it is up to code. Amanda seconded the amendment. The motion passed unanimously. All present voted in favor: Kevin Peterson, Shannon Greer, Amanda Mortenson, Holly Myers, Casey Unrein, and Shauna Mahoney.

- **Roof Repair-Project #1-Old part of the building (Board Packet Pg. 179)** Amanda makes a motion to approve the proposal for the roof repairs as outlined in the board packet in the amount of \$125,312.00. Shauna seconded. Holly asks how this will affect the depreciation schedule. Kevin explains how the depreciation will work. Kevin points out that in the board packet there is the quote for both project 1 of \$125,312 and project 2 of \$98,688. Kevin explains that this proposal may need change to address the current leak in the Gym as it's in project 2. Holly asked why the roof repair was split into 2 projects. Blake reports that they were concerned with price so they broke it up into 2 projects to make it possible to split the repair between budget years but it came out to be cheaper than what they thought it would be. Shannon asked why the Gym wasn't on project 1 instead of 2. Blake said that project 1 has the K grade hallway/classes which is actually worse than the gym. Holly asks Blake what he anticipated the cost would be for the whole building. Blake reported that he was concerned that it would be closer to the cost of the parking lot but admitted that he doesn't have experience in roofing so he wouldn't have the knowledge to estimate the costs. Holly asked if it would be better to do both parts at the same time. Blake reports that the Administration would prefer that both projects be done at the same time. Kevin explains that we have the funds to do both projects. Holly states that if the Board wanted to approve both projects tonight then the motions would have to be amended. Kevin confirmed that was the case. Amanda amends the motion to do both projects and to not to exceed \$224,000. Shauna seconded her amendment. Casey requests that in future that any quotes that have been rejected still be included for purposes of transparency The motion passed unanimously. All present voted in favor: Kevin Peterson, Shannon Greer, Amanda Mortenson, Holly Myers, Casey Unrein, and Shauna Mahoney.
- **Establish formal Audit Committee and appoint members (Board Packet Pg. 183)** Amanda motioned to approve the establishment of the Audit Committee and appointed members as outlined in the board packet. Holly seconded. Casey explained the committee and regulating body. Casey also explained the perimeters of the committee members. Kevin asked when Casey wanted to appoint the members to which Casey indicated ideally the Board would appoint the members tonight. Casey nominated himself and Kevin due to expressed interest but would like the 3rd member to be someone not on the financial committee once we have our 7th Board member. Kevin qualifies that the actual appointment will be another motion. The motion passed unanimously. All present voted in favor: Kevin Peterson, Shannon Greer, Amanda Mortenson, Holly Myers, Casey Unrein, and Shauna Mahoney. Shauna motions to accept Casey and Kevin to the Audit committee. Amanda seconded the motion. The motion passed unanimously. All present voted in favor: Kevin Peterson, Shannon Greer, Amanda Mortenson, Holly Myers, Casey Unrein, and Shauna Mahoney. Casey explains how the Audit reports will be reported to the Board.

**Closed Meeting** – *none*.

**Reconvene** — Take all appropriate action in relation to closed session items.

**Next Meeting:** The next regular Board Meeting will be held on July 27th, 2023 at 4:00 pm to 9:00 pm and will be the Board Retreat. Location of meeting to be determined.

**Adjournment:** The board adjourned at 9:02 p.m. Holly Myers motioned to adjourn. Motion carried.

Written by Deborah Odenwalder, Board Clerk